

Tasking Memorandum No. 99- 106

Memorandum For: Cdrs DCMDs, DCMC CAOs

Subject: Year 2000 Supplier Capability Assessment (TASKING)

Date: February 8, 1999

Suspense Date: April 30, 1999

Target Audience: CAO Commanders, Operations Chiefs

Requirements:

- DCMC has been asked to assess the Year 2000 (Y2K) remediation efforts at supplier locations where a Y2K-related failure would significantly disrupt support to the war-fighter.
- The Military Services and Defense Logistics Support Command have ranked these critical suppliers.
 - Attachment 1 is a database that lists critical suppliers by assigned CAO.
 - Attachment 2 provides the database operating instructions.
- DCMC CAOs will assess critical suppliers in the “High” and “Moderate” category using the assessment “toolkit” at Attachment 3. The toolkit provides essential information for conducting thorough assessments including:
 - An overview of the Y2K assessment process.
 - Y2K background information and tutorial.
 - The Y2K Supplier Capability Assessment Checklist.
- Technical specialists (Quality Assurance Representatives (QARs), Industrial Specialists, Engineers, etc.) should conduct the assessments.
 - In some cases, a multi-functional team may be appropriate.
 - DCAA Audit Offices should be contacted to determine the results of any audits they have conducted with regard to Y2K.
 - Software Certified QARs and Software Center specialists may provide additional expertise.
- Additionally:
 - Management Councils should ensure prime contractors address Y2K with their suppliers.
 - If requested, Y2K readiness may be evaluated during pre-award surveys.
- Training and Travel Costs:
 - Training roadshows are being scheduled at geographic CAOs to prepare personnel.
 - Workshops will be conducted at the February 22-26 Group Leader’s Conference.
 - Supplemental funds have been authorized to cover assessment travel costs. These funds will be added to District allocations by the end of March.
- PLAS Code 081, Product and Manufacturing Assurance, should be used for this effort.

Point of Contact for Further Information:

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Attachments